



New Jersey Department of Children and Families Policy Manual

Manual:	CON	Contracting	Effective Date:
Volume:	I	Contract Policy and Information Manual (CPIM)	
Chapter:	A	Contract Policy and Information	1-1-2013
Subchapter:	1	Contract Negotiations and Revisions	
Issuance:	1.13.2013	Emergency Social Services Procurements for the Safety of Children and Families	Revised:

I. PURPOSE

The purpose of this policy is to clarify and standardize the process for emergency social service procurements on behalf of children and families served or intended to be served by the Department of Children and Families (DCF).

II. SCOPE

This policy applies to all Department Components. This policy is promulgated to provide a consistent approach to the awarding of, subgrants/contracts that do not fall within the parameters of New Jersey Law, N.J.S.A. 52:34-6 et seq. or the policy that relates to the request for Proposal for Proposal Policy, [CON-I-A-1-1.04.2010](#), due to the need for an emergency procurement. The current New Jersey Administrative Code provides in § 10:3-3.13 Exceptions to Procedures (b) “When there is an emergent danger and/or a risk to the health and the welfare of clients as a result of strict adherence to N.J.A.C. 10:3-3, an exemption from the full RFP process may be granted and signed by the person in charge of the departmental component.” This policy provides the procedures in place to accommodate procurements when these circumstances are in place.

III. POLICY

The RFP process shall not be required for an emergency as determined by the Commissioner for the purpose of serving children and families.

IV. DEFINITIONS

Emergency: Shall mean a situation in which the life, health, safety, or welfare of children and families are at risk or will be placed at risk absent prompt intervention. This can occur as the result of a natural disaster and its after effects, a sudden and

unexpected withdrawal of a contract, or other circumstances as deemed necessary and appropriate by the Commissioner.

V. PROCEDURES

The Departmental Component shall follow the procedures set forth in this policy when requesting an emergency procurement involving the provision of third-party social services.

A. Approval to Proceed to Procure Services

1. The Departmental Component shall provide a request to the Commissioner for approval to proceed to procure services so that the effect upon children and families is minimized.
2. Upon written or email approval, the Departmental Component shall proceed to finalize the procurement and contract and ensure that all participants in the development process provide appropriate ethics forms proscribed by the New Jersey State Ethics Commission for participation in the procurement process relating to personal and financial relationships.

Commissioner